

DIVISION OF HEALTH SERVICES REGULATION
ASSISTED LIVING RESIDENCE ADMINISTRATOR CERTIFICATION BOARD

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Friday, November 21, 2014
10:00 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Jean Costa
James Flanagan
Mark Lescault
Karen Peck

BOARD MEMBERS NOT IN ATTENDANCE

Carol Hamel

STAFF MEMBERS IN ATTENDANCE

Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Assisted Living Residence Administrator Certification Board was held on Friday, November 21, 2014, at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 10:01 am on a motion by Chairperson James Flanagan and seconded by Karen Peck. Motion carried.

2. Board Manager Report

a. Application Review Process

Donna Valletta advised the board that the Department requested the name of two board members whom would be responsible for the review of complete applications in the interim of scheduled board meetings. The board voted and nominated Jean Costa for the primary and James Flanagan as secondary to review applications to accommodate the needs of applicants and prospective employers.

Applications that require further clarification of credentials will be deferred to the next scheduled board meeting for review by the board.

3. Adjournment

Motion was made by Karen Peck and seconded by Mark Lescault to adjourn at 10:05 am. Motion carried.

Respectfully submitted,

Donna Valletta

Donna Valletta
Board Manager
Office of Health Professionals Regulation